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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 26, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-06

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Outstanding Employee Claim/Overpayment Balances as of June 30, 2010
for Separated Employees

The Office of State Uniform Payroll (OSUP) is reporting the total outstanding employee claim/overpayment balances for your agency from 2003 through the quarter ending June 30, 2010. The spreadsheet, **if one is attached**, provides the personnel area, personnel number, personnel name and the gross claim/overpayment amount for each separated employee claim. Each entry indicates in which quarter the claim/overpayment was created as well as any payments made on this balance as of July 20, 2010. If you contacted the ISIS HR Help Desk after July 20, 2010 to report any changes or funds collected on this outstanding balance then that information will not be reflected on this spreadsheet. All employees listed are separated and a payroll block has been placed on the employee's record. These amounts are no longer reflected on the Payroll Reconciliation Report (ZP145).

You are not required to report any information/resolution of this claim back to OSUP. However, all claims must be researched. If it is determined that the claim amount is incorrect or repayment has been made (full or partial), contact the [ISIS HR Help Desk](#) to record the payment in ISIS HR. If the claim is correct and repayment has not been received you must contact the employee to attempt to recoup these overpayments pursuant to the [Rule on Recoupment of Overpayments](#) (see page 20 of Title 4).

Agencies are reminded that there are many tools available to them to review their payroll results. A list of recommended reports can be found on the "[Agency's Critical Reports Calendar](#)" located on the OIS Website. Please refer to OSUP Memo [#2010-50](#) for more information about claims processing.

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If there are any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Brandy Boyd	342-5354	Desiree Jefferson	342-5377
Michelle Richmond	342-5357	Jodi Bullock	342-5345
Angel Vernon	342-5344		

APH/BPB/ral

cc: Yvonne Rheams, Legislative Auditor

Attachment:

Agency Specific Spreadsheet